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- Lawrence County Government Employment Opportunities

Lawrence County Government Employment Opportunities

Lawrence County will recruit, hire, train, and promote all persons without regard to race, color, religion, gender (except where gender is a bona fide occupational qualification), age, national origin, marital status, Vietnam era or qualified special disabled veterans, recently separated veterans, and other protected veterans and physical or mental disability (except where physical or mental abilities are a bona fide occupational qualification).

Lawrence County will ensure that all hiring decisions are in accordance with the principles of equal employment opportunity by imposing only valid selection requirements. This shall include, but not be limited to, the following areas: work assignments, employment, placement, promotion, demotion, or transfer; recruitment and recruitment advertising, referrals; layoff, recall, termination, training, educational and tuition assistance, social and recreational programs, wages, other forms of compensation and job requirements.

Human Resources does accept applications in person. They are located at 202 Deller Street Lawrenceburg, TN 38464. Office hours are Monday-Friday, 8:00 a.m. – 4:30 p.m., except on designated holidays.

CURRENT JOB OPENINGS



Title: Assistant Victim Witness Coordinator

Location: Lawrenceburg, TN

Employer: General Sessions Judge, Lawrence County Government

Description: This is responsible direct services provided for victims of crime and providing assistance with the coordination of the Victim/Witness Program and related General Sessions Court activities for Lawrence County. Activities associated with the job include contacting victims/witnesses by telephone to inform them of court dates, collecting victim sheets from the Magistrate's office, looking up warrants in the computer for docket numbers and court dates. Additional activities include sending out letters regarding restitution for victims and assisting with data collection and input to meet grant reporting requirements. The incumbent also assists with the coordination of prosecutors, attorneys and law enforcement personnel for scheduled hearings, contacting and conferencing victims of crime regarding their rights, court proceedings, etc. and assisting victims with finding supportive services available through local and regional social service providers. Activities associated with the job require good organizational, decision-making and interpersonal skills, knowledge of courtroom proceedings, legal processes and documents associated with General Sessions's court hearings and activities and knowledge of local and regional social service

agencies that can provide assistance to victims. Job performance is reviewed by the Victim/Witness Coordinator in conjunction with the District Attorney General through review of the effectiveness of the Victim/ Witness Program, level of direct services and assistance provided for General Sessions Court operations, organizational, interpersonal and decision making skills, and knowledge of General Sessions court operations, protocols and related activities.

Educational requirements: Bachelor's degree from an accredited college. Experience in Judicial System or related field.

Resumes may be sent to the Lawrence County Budget Office at 202 Deller Street Lawrenceburg, TN 38464



Title: Patrol Deputy and Correctional Officer

Location: Lawrenceburg, TN

Employer: Sheriff's Department, Lawrence County Government

Description:

- Patrol Deputy: Responsible for patrolling assigned areas in a police cruiser in search of suspicious activity such as prostitution, drug trafficking, speeding, driving under the influence, and other violations. Arrests violators, books them in prison, and testifies in court proceedings.
- Correctional Officer: Maintain security within the institution and oversee the health and safety of staff and prisoners. Physically patrol and visually inspect units, yards, buildings, prisoners, prisoner property and clothing, etc, to ensure the welfare, safety and security.

[Get an Application Here](#)